



PREFACE.

HIS MANUAL has been prepared with much care to meet a want that has for years been growing in the minds of teachers and friends of education. It is confidently hoped that the hearty co-operation of Secretaries and Boards of Examiners and all school authorities will be given in this attempt to effect a more thorough organization, and greater uniformity in the schools of our rural districts. There has been no generally accepted system of registration or uniform course of study such as is now presented in this Manual, and printed in Welch's Register for convenience and a better preservation of the same.

This method has been adopted in several States and the very best results are already beginning to be realized. The register prepared by Mr. Welch is the simplest and most complete that I have ever seen; and with the publishing in it of our course of study, suggestions, schedule of recitation, etc., the expense is very moderate, as it contains space for recording the essential facts of school work for a period of eight or ten years. The cards of promotion, reports and certificates with the course of study will be less expensive to the counties than the amount of printing often required and authorized by law for the use of Secretaries of Board of Examiners for one year. Will not every Secretary do all in his power to give this plan of organization a thorough trial? I most earnestly urge every Secretary to a careful study of this course of study and plan of registration so as to be prepared to give a thorough explanation of its use to the teachers at the Institutes.

J. ESTABROOK,
Superintendent of Public Instruction

INTRODUCTION.

In the preparation of this manual one great object was held in view—to enable the children of the district schools to follow from term to term and from year to year a plain, simple, progressive line of study that shall give them in the end a good, common school education. Its constant aim throughout is:

FIRST.—To introduce nothing not already taught in these schools.

SECOND.—To make the classifications as simple as possible, easy for the teacher to understand and follow and to lighten his labors.

THIRD.—To regulate the steps from grade to grade so that pupils shall be interested and kept in school, encouraged and credited for work done, and that the usual waste of time and aimless work resulting from frequent change of teachers may be reduced to a minimum.

FOURTH.—To put all the school work of the county on one common plan, so that methods used in teaching the various branches, amount of work accomplished, the system of reports, records, etc., may be the same.

FIFTH.—To make the work of supervision stronger and more effective, and to enlist the interest and sympathy of parents and school officers by making them better acquainted with what the schools are endeavoring to accomplish for their children.

PLAN OF THE COURSE OF STUDY.

The course of study is divided into eight grades, or years, each grade occupying one year. The average number of months for the school year in district schools throughout a county does not exceed eight. Each year's work, in consequence, has been arranged with this in mind. To enforce the course of study, a system of examinations for each term is strongly recommended.

Examination Questions based upon the requirements outlined in the various grades should be printed by the secretary and sent out to the teachers in sealed envelopes to be written upon during the last week of the term. Final examinations for pupils should also be arranged for.

In addition, teachers should have written examinations or reviews for their schools monthly.

THE DAILY PROGRAMME.

The following classes are all that should be found in the average school of from thirty to thirty-five pupils. Often they can be reduced.

Reading.—Chart, first reader, second reader, third reader, two recitations each, daily. Fourth and fifth readers, one recitation each, daily.

Spelling.—Two classes, one recitation each, daily. (In primary grades teach spelling in connection with reading).

Language.—Two classes, one recitation each, daily. (In chart, first and second reader classes, teach language in connection with the reading).

Penmanship.—One class daily.

Arithmetic.—Four classes, one recitation each, daily. One primary, two intermediate, one advanced.

Geography.—Only two classes, one recitation each, daily.

History.—One class daily.

Civil Government.—One class daily.

NOTE.—By following directions as given in the manual

in the grades where Geography, History and Civil Government are outlined, it will be found that much of the work of these three may be combined, and the number of daily recitations reduced.

Physiology.—One class, one recitation daily.

EXAMINATION OF PUPILS.

There should be a regular system of examinations by the county secretary, by means of which he may judge whether the course of study is followed, and whether teachers are doing satisfactory work. Without these examinations at regular intervals, some teachers will give the course either a half-hearted support, or none at all. Then, also, the knowledge on the part of the pupils that they are to be tested on the work here planned, will interest them in it and make graduation popular.

It is therefore recommended that just before the close of each term secretaries prepare sets of test questions covering the work that should have been done by each grade during the term, place them in a sealed envelope, put this inside a larger one, and mail to each teacher, with directions not to open the envelope containing questions until the day of examination.

Upon the day of examination let the pupils choose three of their number to open the sealed envelope, and sign their names to the blank found with the questions, which states that these examination questions have not been opened or tampered with. When the examinations are completed the teacher will mark them, after which the papers of each grade are to be securely fastened together and all kept in the teacher's desk for the secretary's inspection. All standings are also to be entered upon the classification record. This is the plan now in use in several states. *These papers, the classification record, and daily register* the secretary will carefully inspect while visiting a school, and he should accept no excuses for failure to have them ready for him.

THE EXAMINATION PAPERS.

1. Place the name of the study at the head of the paper, and half way across the page. The pupil's name on the next line below, and at the right hand margin.

2. Number the topics by placing Roman numerals between them, half way across the page. Leave at least one vacant line between topics. Use legal cap paper. Write upon the paper so that the red line is always at the left. Do not write upon the margin at the left of the red line.

AMOUNT OF WORK BY TERMS.—HOW ARRANGED.

In the back part of this manual is a form for giving a tabular view, *by terms*, of the whole course of study, as previously outlined in detail. It is placed there as a model to be patterned after by each individual secretary who may wish to fix the exact point or page to which work is to be carried each term. The work for each year as arranged in this manual has been divided into terms *when ever this could be done satisfactorily*. But it has to be borne in mind constantly that all manner of text-books are used in the different counties, and all do not cover the ground in the same order. Therefore, to provide against this difficulty, this scheme was arranged. By it every county may divide each year's work into terms, to cover an exact number of pages of the text-books. The secretary may arrange a similar tabular view of the course, naming each text-book, and putting in its proper column the number of the page to which each class is to advance during each term. He may then have this printed, and paste it in the

Record of Proceedings of District

December 2nd 1865

A special meeting of the legal voters of school district No 6 fractional of the townships of Texas Ostemo & Almena assembled at the school house at 6 o'clock P.M. the meeting was called to order by the moderator

Voted to raise by tax 15 dollars to build privy and paint the school house on the in side

Voted to raise by tax 13 dollars to build a school house to privy

Meeting then adjourned without date

C. P. Croppfield Director

Sept. 3rd 1866

The annual meeting of the legal voters of school district No 6 (6th) of the townships of Texas Ostemo & Almena assembled at the school house at 7 $\frac{1}{2}$ o'clock P.M. the meeting was called to order by appointing George Hatfield as chairman the moderator being absent. The annual report of the district board was read and accepted

Mr O. M. Stevens was appointed Assessor for the next three years.

Voted to raise by tax ten (10) dollars for contingent expences

Voted to raise nineteen dollars and forty one cents (19.41) to pay previous indebtedness of the district

Voted to raise five (5) dollars to pay director and nineteen dollars and fifty cents (19.50) to pay for fuel
On motion voted to have during the ensuing year four months winter and four months summer school

The meeting then adjourned without date

C. P. Croppfield Director

District School Meetings.

Sept. 2nd 1867.

The annual meeting of the legal voters of District No 6 (Fraction C) of the Township of Oshkomo assembled at the School House at 7 1-2 o'clock P.M.

The meeting was called to order by the Moderator.

The annual report of the District Board was read by the Assessor, (Director being absent) and accepted.

George E. Hatfield was elected Director for the next three years.

Voted to raise by tax the sum of ten dollars for repairs of School House and incidental expenses, also to allow sixteen dollars and twenty cents now on hand to remain as sinking fund, and Twenty one dollars fifty six cents for purchase of fuel. Voted also, Fourteen dollars and forty five cents to pay for insuring School House. Voted to pay Director five dollars for his services for the ensuing year. Voted to raise One dollar and ninety two cents to pay for 12 hitching posts. Voted to raise eight dollars to pay for grubbing. Voted that $\frac{2}{3}$ of Public money be paid teachers in winter and $\frac{1}{3}$ in summer schools. Voted that no foreign scholar be allowed to attend school. Voted that Wm. McCormick be set in District No 12 of Texas.

Record of Proceedings of District

Sept. 7th 1868

The annual school meeting of the local voters Dist. No. 6. (frac) of Oshtemo. Almena & Sizas met at the school house of said district at 7 o'clock P.M.

Motion called to order by the Moderator the annual report of the District Board was read by the Director and accepted by the meeting. Charles Sears was elected Moderator for the ensuing three years in place of Anson Jones whose term expired. Motion voted to raise the sum of twenty four dollar to purchase 12 cords of wood. Sidney McCrady to furnish the above amount. Nothing else for action by motion it adjourned.

Geo. E. Hatfield

District School Meetings.

Sept 6th 1865.

The annual School Meeting of the Qualified voters, of District No. 6. (Fractional) of the Townships of Texas, Ashtmo. & Al. and. Met at the School House of Said District at (6) Six O'clock P.M.

The Meeting Called to Order by the Moderator. On Motion voted to Stay Proceedings until voters arrived. The annual Report of the School District Board was read by the Director and accepted by the Meeting. Rufus. Allyns Elected Assessor, Vice C. H. Stevens whose term of office expires. Sidney. McConroy elected Director for the unexpired term Voted to have (8) Eight Months School. During the School year. 4 four Months Winter & 4 months Summer School. Voted to have teacher Board Round. Voted to allow no Travelling Shows, Moral & Hazardous, entertainments not included. Voted to raise 12 cords (2) two foot wood, to be delivered on or before Dec 1st. Job to be let to lowest bidder, S. McConroy to furnish the same at 43) thirteen Shillings and (6) six pence, per cord. Voted that (5 1/2) five and one half days be required for a week or (22) twenty two days for a Month. Voted that District Board hire Male or female Teacher at their Discretion. Voted to pay Director \$5.00 for Services. Voted that Moderator have special care of Groves, and impose and collect, fines, for injuries done to trees &c. Voted that Moderator be paid for such services. Voted to rescind the Order allowing Director \$5.00 and voted to pay him \$10. Voted to allow Foreign Scholars, if they paid, as required by Dist. Board. Voted to raise \$25 to paint School House outside with Mineral paint. Job to be let to lowest Bidder George. Kit to do the same for \$23.25. Voted that all over and above that amount. Voted for paint to be appropriated as contingent fund.

The Meeting then adjourned without date.

Sidney McConroy. Director.

Record of Proceedings of District

Sep. 5. 1870

The annual meeting of the legal voters of District No 6. (Fractional) of the Township of Gales Oshkosh & Menasha. Met at the school house of said district at 8 A. M. The meeting called to order by the moderator. The annual report of the District Board was read by the Director (Sidney McCready) and accepted.

Owen P. Norton, was elected Director for the next three years.

Voted to pay Mrs Hopkins the full amount of her wages, also to pay Mrs Allen for teaching forty four days (Sixty five dollars \$65) also to be delivered 12 cords todly wood by Fred Steven at 13 $\frac{1}{2}$.6 $\frac{1}{2}$ per cord. Delivered on or before the first day of Dec. 1870.

Voted to have nine months school (4) months summer and (5) months winter

also that a assessor pay no orders unless from what fund (state by the Directors)

also to apply contingent fund on hand toward paying for wood.

also to pay Director & Treasurer five Dollars each for services during year

also not to pay for charts purchased by Sidney McCready & Kingsley.

The resignation of Mr Kingsley moderator accepted and A. R. Jones Elected as moderator

Adjourned without date

Owen P. Norton Director

At District School Meetings.

March 14, 1871

A special meeting of the legal voters
of School District No. 6, Fractional Texas
Almuna and Ostimo met at the School house
at 6 o'clock P.M. Called to order by Moderator.
After due consideration in regard to charts
purchased by Sydney Meredy and Director and
Stephan Kingsley Moderator Order given on Town
Treasurer for the sum of Twenty four dollars.
It was voted to expend as much as charts cost
in litigation before paying for said claim aga-
inst said District. But in case Mr S. Kingsley
was obliged to pay for said Charts the District
assumes the indebtedness. Also voted that A. R.
Jones Rubin Allen C. P. Morton attend to said
business for the District in case of litigation,
Voted to have Mrs. Kinney Librarian voted to
adjourn with out date.

O. P. Morton Director

Record of Proceedings of District

September 4, 1871.

The annual School meeting of the legal voters of School District No(6) Fractional Town Oshkosh & Almena met at the School house in said district at 7 o'clock P.M.

The meeting called to order, on motion A. J. Johnson was chosen moderator to fill vacancy A. J. Jones being absent. The annual report of school board was read and accepted.

Vote was then taken for moderator, L. R. Rice was elected for next three years.

Voted to pay by special Tax \$6215 for wood delivery and assessors services and settle with Mrs. Perrin for boundary line of said school eight of Dist No. 6.

Voted to pay expenses of making out Deed and recording the same. Voted to have fifteen Cords of wood to be delivered by the first of January 1872. Per cord \$10.00 agreeing to furnish the same at 1.81 per cord.

Voted to admit scholars from other districts and collect tuition by rate bill and appropriate to the benefit of School Library.

Voted to have eight months school four months summer and four winter, winter term to be taught by male and summer by female Teachers.

Meeting then adjourned without date.

O P Morton Director

ings of District School Meetings.

Record of Proceedings of District

December 22, 1877

Special meeting was held at the School house in District No. 6, p - according to notice given meeting called to order by Daniel R. Rice Moderator. The boundary line of said district ~~sight~~ was then considered motion for voted - and vote taken that the School board have the School grounds Surveyed by County Surveyor as soon as convenient and expenses charged to the district meeting then adjourned without date.

O. P. Morton, Director

Proceedings of District School Meetings.

September 2nd 1872

The annual meeting of the legal voters of School District No. 6 of the Town of Ortonia & Hinman met at the school house in said district at 6 o'clock P.M. meeting called to order by the Monocraft S. K. The financial report was read by the Director motion prevailed and report accepted moved and carried that the figures of the report of County Surveyor be ratified and the School Board have the power to settle the same moved and supported that the property be equally divided and moved to each corner of the school house if it is not as it should be no the arrangements left with the board also the fence on the north - the fence on the west line of said School lot to be moved and placed on the Surveyed line which took place May 21st in consequence of rate of Extra meeting held Dec 22d the owner of one half of the line fence on the west must be duly notified to move his portion moved and supported that Mr. Rufus Allyn be elected a supervisor next term of office moved & supported that Mr. R. Allyn have five dollars for part of services and five for serving year also the following motion then prevailed that we have 18 rods split wood two feet long sized stones as near to make the same at \$1.18 per cord moved and supported that the Ketchum School bill be contested against the voted to have seven month School during the summer year for winter and taught to make better use of the summer taught to be remunerated to have School room rent free and to be paid at the date of the meeting in which voted to be paid to the school agent

Record of Proceedings of District

Voted to accept the expenses reported by the school board on the 10th inst. to the sum of \$15.00 for the working and school lot and dollars. Substantial lumber stored on the school ground ready and ready sufficient amount of money to pay the same \$16.91 Voted to pay the school board expenses of moving fence voted to pay an additional \$1.00 to pay for necessary hiring and materials used for the same. Voted five dollars a month for rent for the school house.

C. H. Norton Director

Minutes of District School Meetings.

September 1st. 1813

The Annual meeting of the legal voters of School District No. 6, Jr. Tales, at the School house, meeting called to order by D.R. Rice moderator Financial report read and accepted, vote was then taken for Director resulting in the election of A.J. Rice for inducing him, vote was then taken to have 12 cords of two feet long split wood the Contract was let to Rufus Allyn to be delivered by the first of March, 1814, at \$1,75 pr. cord, vote taken resulting in having nine months School during the year, three months Winter thru Spring thru Summer winter School commencing the first of December next. The hiring of School teacher left to the Discretion of School board vote was taken to admit Mr Ketchum & Mr Winston's children to the School free from tuition, voted to raise five dollars (\$5.00) as contingent fund voted to pay Director five dollars (\$5.00) for services, Assess the same five dollars (\$5.00) voted to move the fence on the north & on the west side of School lot and put it on the line Allen Herick agreeing to perform the labor and furnish nails & lumber for the sum of five dollars and forty seven and half cents (\$4.75) voted to adjourn the date of September 2nd 1813, in regard to the division of property, the purchase of 13 feet 2 1/2 inches of land of Jerad Stevens on the north side of School lot for the sum of ten dollars (\$10.00) the purchase accepted, voted that the School board shall dictate the grading of books and teaching of School, voted to use money of hand to pay for wood and pay Jerad Stevens for addition of land.

Meeting then adjourned.

Asst. Director

Record of Proceedings of District

September the 26 1873

The Special meeting of the legal voters of school district No 6 for Texas at the school house meeting called to order by D R Rix moderator voted to resend the vote of nine month school voted to have four month winter school and four month summer school voted to commence the school by the middle of November voted to adjourned without date
A. J. Rix Director

Proceedings of District School Meetings.

September the 7 1874
The annual meeting of school
District No 6 for Texas at the school
house meeting called to order by
A J Rice Director C P Morton
Spainted moderator pro tem
the moderator being absent
The annual report of the District
Board was read and accepted
Mr J. W. Kindel was elected
Moderator for the next three
years voted Mr Talerboark be allowed
to vote
voted to have ten cords of wood
to be good body split green wood
Mr John Lehard to deliver the
the wood for \$165 acord by the first
day of March
voted to have 8 month school 4
winter and 4 summer
voted to have male teacher for winter
school voted that the teachers Board
Round voted that the Director have
\$5.00 and the ~~other~~ ~~other~~ have \$5.00
voted that if the scholars break
windows ~~will~~ the parents replace
them voted to have the seats and
desks reford and the steps
J. W. Kindel have the Job for
\$3.75
voted to set Mr Ketchum send to school
and eng out of the District by paying
a rape Bill voted to raise \$36.25 for contingent
funds voted the board act acorden to law
with the ones that do nicht voted to get
newpels trees by a bee the meeting adjourned
without date A J Rice Director

Record of Proceedings of District

Proceedings of District School Meetings,

Sept 6th 1875.

The Annual Meeting of School Dist 126
Trac of Texas Held at the School house.

Meeting called to order by P. W. Kendall
Moderator

Directors report read and accepted
Rufus Allen. Elected Assessor.

Motion carried to let the job of cutting the
dead trees on the school ground into cord wood
two feet long, grubbing the trees and burning
the brush and roots and filling the holes and
conding the wood in a body west of the School
house.

Whole job let to Mr. Babcock at \$1.25 per cord
Motion carried to buy five cords of green split
wood two feet long.

E. Kendall to furnish the wood at \$1.50 per cord
Motion carried to have eight months School.
four months winter and four months summer
Motion carried to leave the hiring of teachers to
the district board.

Motion carried that the teacher board around.

Motion carried to let the job of setting twelve
hitching posts three feet deep and six feet
from the fence to the lowest bidder. job let
to J. A. Stevens at \$150.00

Motion Carried to pay the Director & Assessor
five dollars each for their services.

Motion Carried to raise five dollars containing of

Motion Carried that the Director & Moderator

W. C. & P. W. Kendall

Surrender the present insurance policy and
take out another in some other company.

Motion carried that those outside of the dist
are allowed to send to school the same as last

year

A P. W. Director

WHAT YOU WANT, WE SUPPLY.

DO YOU WANT

GOOD BOOKS TO READ?

We supply any book published.

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HOW TO STUDY.

A Book for Pupils' Self Improvement in School and Home.

(CLOTH BOUND, PRICE, \$1.00.)

This book aims to give pupils suggestions and direction as to the manner and method of study. In the first 40 pages it gives general suggestions on developing an active, healthful, vigorous mind and points out the evil effects of bad habits of study and of thought. Next it takes up the common branches separately, giving suggestions on the method of studying each. The last part is devoted to CHARACTER BUILDING or the DEVELOPMENT OF THE MAN as a work apart from the acquisition of knowledge. From the author's preface we quote as follows:

"Many people acquire knowledge; few get wisdom. The manner and method of acquisition is of great importance. The faculty of acquiring and committing is not one of the highest order; in fact it is often found in inverse ratio to the power to originate, apply and utilize, and the wrong habit of acquiring knowledge may do more harm to the student than the knowledge itself benefits.

"Habits of thought and of life are more than knowledge, and the habits formed in early life may render knowledge useless and even harmful." Many faithful, hard-working students often form plodding habits of thought that render their work, often given to pupils by speech makers in schools to 'sit down doggedly to the work, and keep at it, and you'll surely succeed in time,' would be all well enough if the end and aim were to commit the Koran, Talmud or sacred Vedas. But progressive educators believe more in unfolding the student's powers under proper conditions than in branding them with facts. "Acquisition should be more a means than an end.

"The ultimate end of study is not to *make* but to *cause to grow*—clear, active, healthful, vigorous, powerful minds; not to acquire facts alone, but also 'the fire that dissolves all facts.'

"This book should be in the hands of Third, Fourth and Fifth Reader pupils, a lesson assigned them (as one class) each day, and a general recitation given for its thorough discussion.

Special rates to teachers and county superintendents desiring large quantities to supply pupils.

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(Patented February 1st, 1887.)

Factory, Maquoketa, Ia.

Business offices, Omaha and Chicago.

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Business offices, Omaha and Chicago.

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